

REGISTRATION OF PRENUPTIAL AGREEMENT

The process of registering prenuptial agreement executed before the celebration of marriage, to be held in San Juan City.

Office or Division:	City Civil Registry Department		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	General Public (Must be personal or his duly authorized representative)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
• Original copy of duly notarized Prenuptial Agreement (3 sets)		Client/Document owner Notary Public	

<ul style="list-style-type: none"> Government issued valid Identification Card (ID) of both document owner If representative, Authorization Letter/SPA and valid government issued ID of both document owner and the representative 		Client/Both Document owner		
		Client/Both Document owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents.	1.1 Verify and receive the requirements presented. 1.2 Issue order of payment.		15 minutes	Assistant City Civil Registrar
2. Pay the required fee at the Treasury Office.	2. Receive the payment and issue OR.	P 500.00	10 minutes	Local Treasury Operations Officer
3. Return to CCRD and present OR.	3.1 Accept OR and register the notarized prenuptial agreement. 3.2 Prepare the certification of registered prenuptial agreement then sign. 3.3 Record transaction details in the logbook (client's name, civil document, time, OR number).		30 minutes	Assistant City Civil Registrar
4. Receive the certification of registered prenuptial agreement then sign the logbook.	4. Release the certification of registered prenuptial agreement.		5 minutes	Assistant City Civil Registrar

END OF TRANSACTION (Total Processing Time: 60 minutes)